10 STEPS TO APPLY FOR ACCOMMODATION

STEP 1
We suggest applying for accommodation via desktop. Log in to the RISIS Portal, click 'Actions' and then click 'Accommodation'.

You should see this screen:

![Screen with options for applying accommodation]

To make an application for accommodation, click 'APPLY'.

STEP 2
Select which session (academic year) you would like to make an application for accommodation.

Most applicants will select the next academic year - 2024/2025

STEP 3
Next, you need to select your application type. If you need accommodation for the full academic year, select 'FULL YEAR APPLICATION' otherwise, select 'PART YEAR APPLICATION'.

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CONTINUED

STEP 4

Now, select the appropriate student type.

'NEW UNDERGRADUATE': Select this option if you have not been to University before or if you are starting a new course.

'NEW POSTGRADUATE': Select this option if you are starting a new postgraduate course.

RETURNER GROUPS/INDIVIDUAL': Select the group option if you are a returning student applying as part of a group. Select the individual option if you are applying on your own.

STEP 5

You need to select the correct pathway for you.

'New Undergraduate': If you are a new undergraduate arriving on the main intake weekend.

'PSE Transition Contracts': If you are a PSE student and need to arrive on the 15th September.

'Family': If you are a new postgraduate and want to bring your child(ren) to live with you in halls.

'PGCE': If you are a PGCE student (contract starts 25th August).

'New Postgraduate': If you are a new postgraduate arriving on the main intake weekend.

'Couples': If you are a new postgraduate student that wants to bring a partner (not suitable for children).

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Now you can search the available accommodation options. You can set the following criteria:

- room type
- meal plan option (if applicable)
- price
- any specific requirements

You can also set the price to a minimum and maximum amount using the sliding toggles.

Once you have set your desired criteria, press search to see the available options.

The search page will give you an overview of the hall. To find out more information, or to add one of the available room types in the hall to your preferences, click 'Apply'.

You are then able to see more information about the hall, browse a carousel of pictures, see a local map and the available room types. You can also follow external links to the hall's dedicated webpage and a virtual tour.

Available contract lengths, the start and end date of the contract, the meal plan and price (where applicable) along with the total cost of the contract will appear. Click 'Select' to add the room type to your preferences.

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STEP 7 CONTINUED

You will need to select a minimum of five preferences.

To add another option, click 'Add Another'.

STEP 8

You can re-order your preferences to your satisfaction.

Please list your choices in order of preference.

Once you have selected your preferences, you can click 'Next'.

STEP 9

Next, you are asked to state whether you would prefer a mixed or single-sex flat.
CONFIRMATION & CONSENT

You will need to confirm that you are happy with your preferences and contract lengths.

You also have the option to provide consent for someone to discuss your application on your behalf. If so, you will need to list their full name and relationship to you.

When scrolling further down, you can follow the link to the Disability Advisory Service webpage. There is also a checklist where you are able to let us know about any disability requirements and medical condition(s) you may have by ticking the boxes below - you can tick/untick as necessary.

MEDICAL CONSIDERATIONS

Please tick any of the better options that apply to you:

- I require a wheelchair accessible room
- I require a wheelchair accessible kitchen
- I require a wheelchair accessible bathroom
- I require a shower seat in the bathroom
- I require grab rails (please give details)

FURTHER NOTES

Please use this space to tell us anything that you consider is important for us to know when we are allocating your accommodation. This could include your personal preferences regarding your accommodation or any specific requirements you have, preferences for the area of your accommodation; the possibility of living near a friend; please provide their full name and applicant ID number or anything else that is important to you.

Please note that a comment left here does not guarantee that your request will be met. We will disregard comments that are in breach of the University’s Disability policy.

Finally, there is a free text box where you can write any other information you would like us to be aware of. When ready, click 'Next'.
STEP 10

Before submitting your application, you are given an overview of your application and a link to the booking terms and conditions. You MUST read the terms and conditions before submitting your application.

Once you have clicked 'Submit' you are asked to tick the tickbox to confirm you have read the terms and conditions.

CONGRATULATIONS! You have submitted an application for accommodation at the University of Reading.

WHAT HAPPENS NEXT?

We will start to allocate accommodation to applicants with unconditional and conditional academic offers. Normally you will receive an update from us within 15 working days of making your accommodation application. We will contact you via email with details of your allocated accommodation. Please note that we cannot guarantee you your first choice of accommodation.

To ensure you do not miss any emails from us, please use the best email for us to contact you. We recommend that you don’t use your school/college email.

Please add accommodationonline@reading.ac.uk to your safe sender list.

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